APPENDIX H

CIVILIAN MANPOWER SUBSYSTEM: TERMINAL DISPLAYS

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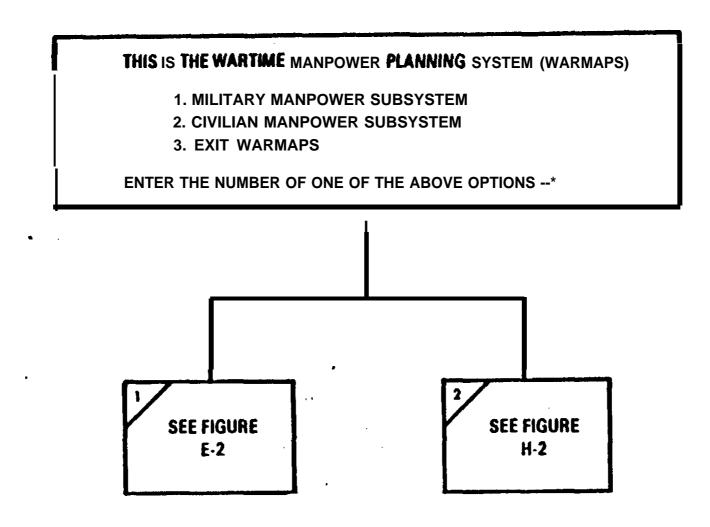


Figure H-1. Wartime Manpower Planning System (WARMAPS)

Figure H-2. Civilian Manpower Planning Subsystem

OPTION: (

SUMMARY OF COMPONENT TAPE SUBMISSION

See Lile name.sum for a summary of the manpower data.

2. Enter any character to return.

This penu option causes the computer to read a component's CIVMAPS submission (in tape format) and compile a summary of the numeric manpower data.

1. Enter the name of the ". tape" file, e.g., army.86.tape.

The screen returns the file name and the number of errora found when it has completed the summary. In this program an error record ie a record which contains non-numeric data in any numeric manpower field. No other errors are checked.

2. Enter any character key to return to the CIVMAPS main menu.

After you exit the ain menu, a copy of the summary report can be found by typing "1s" (to list segments) and printing or viewing the segment file name.sum, e.g., army.86.sum

THIS IS THE (WMAPS FILE BUILD PROCRAM

- 1. Enter note of CIVMAPS component file:
- 2. Enter no se of CIVMAPS file to be created:

Cre sting file name. civ

- 3. Enter co sponent code -->
- 4. Do you wint error checks?
- 5. Do you wint to omit specific types of error checks?

The available error checks ●re ●○ follows:

- 1. Manpower Data 11 Zero
- 2. Pay Plan Check
- 3. Grade Check
- 4. Occupation Check
- 5 . **GSA** Location Check
 - 6. Authorized + Created Terminated >0
 - 7. Onhand + Transfer Gains Transfer Losses Recalled > 0
 - 8. Invalid Manpower data, could not convert to binary.
 - 9. Employment Category.

This menu option permits you to create a CIVMAPS file from a component's data submission which is in tape file format.

- Enter the name of ny "tape" file,
 e.g., navy.86.tape.
- 2. Enter efile name of Your choice, e.g., navy.86

The created file will • utomatically be given the *uffix ".civ", e.g., navy.86.civ.

- 3* Enter ppropriate component code.
- 4. Enter "y" if you want all records to be checked for errors. Enter "n" if you do not want records to be checked for errors.
- 5. If you enter "n" wip to 6. If you enter "y", you will be shown a list of the vailable error checks by type. You may omit specific checks. Only the errors checked ond found will be flagged.

Enter number(s) without espace or any
other character between them to indicate
which error checks you wish to omit.

OPTION: 1 (Continued)

Enter the number(s) of the error checks you wish to omit -->

6. Do you have a component rec_fix_up program?

6. Enter "n" unless notified to do otherwise.

recnim = ## recs_in_errors = ##;

The computer reports the number of records in error in the first 100, 1,000 and 10,000 records. You many wish to terminate the file building process prior to completion if too many records contain errors. To terminate the process, press the BREAK key. Then enter "pi" (program interrupt) to close the file and return to the CIVMAPS main menu period:

>>>> ## Records in Error out of ## <<<<<

>>>> See civmaps_error_report <<<<<

civmaps file build: ## records read from file name.tape
records written to file name.civ

The process is complete. A summary is provided. If errors have been flagged, the process also produces an error report which you can view on the terminal or print in hardcopy.

7. Enter any character to return.

7. Press any character, key to return to the CIVMAPS main menu.

THIS IS THE CIV CAPS FILE EDITING PROGRAM

1. Enter name of CIVMAPS update file:

File file name. civ opened for update.

Using file name. civ

2. How to cho see records for edit?

- 1. S equentially from a Start Number
- 2. With Errors Flagged
- 3. By Record Number
- 4. By Key Fields
- 5. P xit.

Enter selection_mode --->

The File Editing Program allows you to select records for editing, select an edit mode, and modify the contents of a .civ file.

- 1. Enter the name of the file to be edited (any .civ file).
- 2. To select records for editing, a selection method must be chosen:

Option "1" allows you to select all records starting from a specified record number to the end of the file.

Option "2" allows you to select all records which contain errors that have been flagged.

Option "3" allows you to select individual records by record number. Records must be selected in low number to high number order.

Option "4" allows you to select all records with specified values in specified key fields.

Option "5" returns you to the File Manager menu.

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Figure H-5. CIVMAPS File Manager (File Editing Program)

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oPTION: 2-1 (Continued)

- 3. Choose record editing mode:
 - 1. Individual
 - 2. Mass Change
 - 3. Mass Delete
 - 4. Exit.

records read from file file name.civ

records selected

records updated in file file name.civ

records deleted from file file name.civ

records remain in file file name.civ

3. Now choose an editing mode:

Option "1" allows you to look at and modify each selected record individually.

Option "2" allows you to change all selected records with one edit operation.

Option "3" allows you to delete all selected records from the .civ file.

Option "4" returns you to the File Manager menu.

Upon conclusion of an edit session, a summary of edit operations is provided and you are returned to the File Manager menu.

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OPTION: 2 !

THIS IS THE CIVMAPS SUB-FILE BUILDING PROGRAM

1. Enter same of CIVMAPS input file:

File <u>ile name.civ</u> opened for update. Using file file name.civ

- 2. How to choose records for sub file?
 - 1, Sequentially from a Starting Number
 - !, With Errors Flagged
 -), By Record Number
 - By Key Fielda
 - 5. Exit.

Enter selection mode -->

- 3. How to process records for sub file?
 - 1. copy
 - 2. Move
 - 3. Exit -->

The Sub-file Building Program allows you to select records and copy or move them to an existing or newly created subfile.

- 1. Enter the name of the file from which records will be selected (any .civ file).
- 2. To select records for the **subfile**, a record selection method must be chosen:

Option "1" allows you to select all records starting from a specified record number to **the** end of the file.

Option "2" allows you to select all records which contain errors that have been flagged.

Option "3" allows you to select individual record by record number.

Option "4" allows you to select all records with specified value in specified key fields.

Option "5" returns you to the File Manager menu.

3. The selected records may be copied or moved:

Option "1" allows you to copy the selected records from the .civ input file to another file.

Figure H-6. **Build CIVMAPS** File

3. (Cent inued)

4. Enter name of CIVMAPS output file:

5. Do you wish to create a new file?

Creating new file: file name.civ

End of file reached.

Option "2" allows you to <u>remove</u> records from the .civ input file and move them to another file. Note: When you ove records, you are deleting them from one file and putting them in another file.

Option "3" terminates the process and returns you to the CIVMAPS File Manager menu.

- 4. Enter a name for the subfile.

 If the name is an existing file, records will be copied or moved to the existing file.
- 5. If the name is not recognized as an' existing file, you are asked if you are creating a new file. Enter "y" if you are creating a new file. Enter "n" if you expected an existing file to be recognized. You will be asked for the file name again.

At the conclusion of the subfile building process, a summary is provided. You are then returned to the File Manager menu.

records read from file input file name.civ
records selected
records copied/moved to file output file name.civ
records remain in file input file name.civ

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THIS IS THE CIVI LAPS FILE COMBINATION PROGRAM.

Copies all reco de from one or more files to a single new or old file.

1. Enter name of **CIVMAPS** output file:

Do yo wish to create a new file?

Crest .ng new file: file name. civ

2. Reply "non " when there are no more input files.

- A. Intername of CIVMAPS input file:
- B. !ile file name.civ opened for input.
- C. records copied from file file name.civ to ile file name.civ

A. inter name of CIVMAPS input file: ,

TOTAL : ## records copied into file file name.c iv

The File Combination Program enables you to copy .civ sub files to an existing or new.civ file.

1. Enter file name of your choice.

If the file name is recognized as an existing file, the existing file will be opened to allow a subfile to be copied into it. Otherwise, the system verifies that you want a new file to be created.

2 Enter the name of the **subfile** to be copied.

The system will report the number of records copied, and prompt **you for** the name of the next file.

When you have no more files to copy, enter "none" as the input file name.

Termination provides a count of the total number of records copied to the output file. You are returned to the File Manager menu.

Figure H-7. CIVMAPS File Manager (File Combination Program)

OPTION\$ 2-4

THIS IS THE CIVIAPS ADD BECORDS PROGRAM.

1. Enter name of CIVMAPS update file:

File file lame .civ opened for update

2. After each field name reply either:

"C" = constant,
"V" = variable,
"n" = no data.

component unit

location

occupation
grade
employment category
pay plan
authorized
created
terminated
onhand
recalled

transfer **fains** transfer **losses**

reassign convert

convert

utilize
prerecruit 8

temp mili ary

contractor 8

The Records Add Program allows you to manually enter civilian **records** to an existing **or** new **.civ** file.

- 1. Enter file name. An existing .civ file will be opened for update or a new civ file will be created.
- 2. Each data field of a civilian record is initialized with information about the nature of the data to be entered. Each field will be displayed and you will be required to reply either "c", "v", or "n".

Choose "c" for those fields which contain unchanging constant values.

Choose "v" for those fields in which data values may vary from record to record.

Choose "n" for those fields for which you will not enter data.

OPTION: 2-4 (Continued)

3. Creating R cord Number

1 Reply:

"y" = yes

"r" = rein tialize,

"q" = quit

__

Creating i itial record.

Values input for each record will be used to initialize the immediately following record.

4. Enter Employment Cat:

Enter Comp: nent Code:

Enter 6-Ch ur Unit (UIC): -

Enter 9-Ch r Location Code:

Enter 4-Di ;it Occupation Code:

Enter 2-Ch : Grade:

Enter Pay 'lan:

Enter Auth rized:

3. After initialization you may:

Enter "y" to proceed with entering values for the first record; or

Enter "r" to repeat the initialization
process; or

Enter "q" to terminate and return to the File Manager menu.

4. To create the first record, you will be prompted for a data value for all fields you initialized as <u>constant</u> **or** variable.

After the firs t record, you will only be prompted for those values you have initialized as <u>variable</u>. For fields that you initialized as <u>constant</u>, the same value will be retained from record to record.

S. Time periods may include:

m 30 60 90 120 150 180

Enter Created M-Day:

Enter TERMINATED time periods to be manipulated

Enter Terminated M+60:

Enter Onhand:
Enter Recalled:

Enter TRAN SFER GAINS time periods to be manipulated -->

Enter Transfer Gains M-Day:

Enter TRANSFER LOSSES time periods to be manipulated -->

Enter Transfer Losses M-Day:

Enter REAS SIGN time periods to be manipulated -->

Enter Reassign M-Day:

Enter CON ERT time periods to be manipulated -->

Enter Convert M-Day: Enter Utilized Pre-M:

Enter UTII IZE time periods to be manipulated -->

Enter Utilize M-Day:
Enter Prerecruits:

Ente: Temporary Military:

Enter Contractors:

terminated, transfer gains, transfer losses, manpower to reassign, manpower convert and manpower to utilize all contain time phased data. When entering data for these fields, you will be asked to specify the time periods to be manipulated. If you enter "m" (for M-Day) you will be prompted only for an M-Day value. If you enter "60" you will be prompted for a value for M+60 only. For each field with time phased data, enter a list of the time periods for which data are available. Enter a space between each entry, e.g.,

m 60 **120** 180. You will be prompted for a data value for each time period you have listed.

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OPTION: 2-4 (C ontinued)

```
PRE---M---30---60---90--120--150--180
RECORD NUM BER: 1
                    auth
component
                    created
theater
region
                    term
geoloc
                    onhand
unit
                    recalled
ides
                    gains.
                    losses
occupation =
pay-plan =
grade
                    reassign
employ-cat =
                    convert
                    utilize
                   prerec
```

tempmil

contr

Enter one of:
c correct record
m modify record
d delete record
w write record to file.

7. Creating 1 lecord

```
"y" = yes
"r" = reinitialize
"q" = q u i :
```

6. After all values are entered, the record will be displayed. Errors are detected and reported. You may choose to corrected, modify, delete or write the record.

Option "c" allows you to correct the record. You will be prompted to enter values for those fields with flagged errors.

Option "m" allows you to select any field and change/modify the value.

Option "d" causes the record to be written discarded.

Option "w" causes the record to be written . to the .civ file.

(The record may be changed at a later time with the File Manager Edit Program.)

If you correct or modify values, the record will be displayed again with the new values. Again, you will be given the opportunity to correct, modify, delete or write the record to the file.

7. You may continue to add records, correct them, reinitialize or terminate (quit) the process.

Termination provides a count of the records added to the file and returns you to the File Manager Menu.

THIS IS THE CIV MAPS RECORD VERIFICATION AND ERROR REPORT PROGRAM

- 1. Enter name of CIVMAPS update file:

 File file name. civ opened for input.
- 2. Do you was t to omit specific types of error cheeks?
 ## Recor ds in Error out of ##
 See (ivmaps error_report

The record verification program enables you to conduct checks on the data records and to flag records with errors as an aid to editing. The 'program also compiles a report of errors.

- 1. Enter file name (any .civ file).
- 2. Enter "y" and the terminal will show you the available error checks and allow you to omit specific checks.

Enter "n" and each record will be checked for all types of errors.

The terminal provides a summary of **the** number of records checked and the number of records **found** to contain errors. You are returned to the File Manager menu.

After you exit the main CIVMAPS menu, the civmaps error report can be viewed, printed or deleted.

THIS IS THE CIVI I LPS RECORD COUNTING PROGRAM

File file : ame .civ opened for input.

records counted in file file name. civ

This program counts the records in a file. It is used to verify the number of records in a file after editing or other processing has been performed.

1. Enter file name (any .civ file).

The terminal reporta the record count and you are returned to the File Manager menu.

THIS IS THE CIV MAPS OLD OCC TO NEW OCC CONVERSION PROGRAM

1. Enter name of CIVMAPS update file:

File file name. civ opened for input.

records read in file file name. civ

OCC updated in ## records.

This program uses an internal table to permanently convert known outdated occupation codes to known new occupation codes.

This program can be used to substantially reduce the number of occupation code errors in a file if the errors are caused by outdated coding.

1. Enter file name (any .civ file).

The terminal reports the number of outdated occupation **codes** that were found and converted. **You** are **then** returned to the File Manager menu.

OPTION: 3

THIS IS THE CIVE APS FILE SORT AND AGGREGATION PROGRAM. ,

(The following is an example of the region sort.)

1. Enter name of CIVMAPS input file:

File file ! ame.civ opened for input.

Records in ut to sort: ## out of ##

Sorted, as regated records will be written to: file name. :iv. reg

sort compl:te# records returned ## records written.

2. Enter any character to return.

The CIVMAPS 'file sort program sorts and aggregates the ". civ" file by region, IDOS, occupation or location codes. It produces sorted files that are used in report generation.

1. Enter file name (any .civ file).

The program:

- o Identifies the file and opens it.
- o Displays the number of records input to the sort and aggregation process.
- Names the sorted output file by adding a suffix to the input file name. The suffix reflects the key field used in the sort.
- O Upon completion, displays the number of records written in the sorted output file. The difference in the number of records **shows** the amount of aggregation that has taken place.
- 2. Any entry will return control to CIVMAPS main menu.

OPTION: 4

- 1. THIS IS THE CIVMAPS REPORT GENERATION PROGRAM.
 - 1. Twole Cl Wartime Civilian Manpower Demand and Supply
 - 2. Table C2 WARTIME CIVILIAN MANPOWER DEMAND AND SIPPLY BY IDOS/OCC/GRADE
 - 3. Tible C3 WARTIME CIVILIAN MANPOWER DEMAND AND SUPPLY By LOCATION"
 - 4. TABLE C4 LOSSES TO RECALL OF RESERVISTS & RITIREES By IDOS/OCC
 - 5. **Exit** Module

Enter the numbers of tables to be generated -->

- 2. Enter name of CIVMAPS input file:
- 3". Enter desi red component codes or "all"

4. How many lines (0, 1, 2) of additional label? `

1. Enter the number(s) of the tables you want generated without any blank spaces or any other characters e.g., 123.

- 2. Enter the name of the file. It must end in .civ.
- 3. Enter the component code(a) of the Service/Agency file. The component code is used to create a Service/Agency label on the reports. If you indicate more than one code or "all", the system will give you the choice of using a Department of Defense label or creating your own label. For a list of valid component codes, type "help".
- 4. If you desire to add additional label or comment lines to your report header, enter either "l" or "2" here to add 1 or 2 lines. Type "0" if no additional lines are desired.

OPTION: 4 (Cent: .nued)

5. Enter line -->

6. Do you wan: to select records?

All records from the file will be included in the reports.

7. Depress an y key to continue -->

- 5. If you choose additional header lines, you are now given the opportunity to enter labels or comments. You may enter up to 75 characters on each additional line in the header.
- 6. The report generator software has the capability to select particular records and compile the report using only the selected records. This capability is similar to the record selection features of the File Manager (see Figure H-6). For example, you could compile a report for one state from a file containing all states. For a list of the fields that can be used to select records, type "help"...

If you answer "no" to the record selection option, this message confirms that all records will be included in the reports.

7. You can review your record selections. Press any character key to continue creating your reports.

OPTION: 4-1

THIS IS THE CIVIAPS REPORT GENERATION PROGRAM.

- 8. This is **th**: Table Cl report module. Your report can be broken out. by the following level **breaks**.
 - 1. **No** Leve **1** Break
 - 2. Theater
 - 3. **Iheater & State/Country**
 - 4. **Iheater.** State/Country, & **IDOS**
 - 5 . **Theater,** State/Country, **IDOS** & Pay Plan
 - 6. **Iheater,** State/Country, **IDOS,** Pay Plan, & Grade
 - 7 * location
 - .8. Region
 - 9. Region & IDOS
 - 10. Region, IDOS, & Pay Plan
 - 11. Region, IDOS, Pay Plan, & Grade

Enter the rumber of the level of report desired -->

File filename.reg opened for input.

9. Do you wan! the report saved for the printer?

8. You have now entered the Table Cl report (assuming you selected this report when you first entered the report generator). Table Cl has an additional feature called the level break option. It enables you to select fields which are used as "breaks" to compile a series of Cl tables. A new Cl table will be produced whenever the "break" fields change. For example, break options 6, 10 and 11 will efficiently produce a large volume of tables for detailed studies. Enter break option 1 unless you require a series of reports which breakdown data by certain fields.

Indicates which sorted file is in use.

9. Enter "y" to have the report written and saved in a segment. This is required if you wish to print the report in hardcopy. Enter "n" if you only want to view the report on your terminal screen. The report will appear on your screen, and as soon as you clear your screen, it is completely gone.

Figure H-14. **CIVMAPS** Report Generator

OPTION: 4-1 (C: ntinued)

10. Do you wan the report added to an existing report segment?

wish to add (append) this report to **it,** enter "y". If **you** enter "n", a new report segment will be created. **I** f you have an old report segment with the same **name,** it will be overwritten by the "n" option.

10. If you have an existing segment and

PRODUCING I 'ABLE CL

The report has been written to the segment $\underline{\text{file}}$ $\underline{\text{name.Cl rpi}}$.

Depress an; key after viewing -->

Depress any key to return to CIVMAPS -->

When the report is complete the system informs you.

Enter any character to continue with other reports.

Enter any character to return to the CIVMAPS main menu.

OPTION: 4-2

THIS IS TEE CIV FAPS REPORT GENERATION PROGRAM.

- 8. The C2 report formats are as follows:
 - 1. **y** IDOS
 - 2. **y** OCCUPATION
 - 3. **y** OCCUPATION and GRADE
 - 4. by OCCUPATION and GRADE with DOT CODES

Enter the number(s) of the report formats desired -->

This is the Table C2 Report module.

This repor: will be formatted by IDOS

File f ilen me. IDOS/OCC open for input.

- 9. Want negat .ve net only? -->
- 10. Do you wan: the report saved for the printer?
- 11. Do you wan: the report added to an existing report segment?

8. Enter the number(s) of the desired level of detail and format.

The program confirms your selection.

Identifies the sorted file it will use to produce the report.

- 9. If you are only interested in compiling shortfalls in your report, enter "y". The report will not report overages. Enter "n" if you want both shortfall and overages in the report.
- 10. Enter "y" if you would like the report saved to a permanent segment. Enter "n" if you are only interested in seeing the report on the screen.
- 11. Enter "y" if you would like the report added to an existing segment. If you would like a new segment answer "n". The new segment will replace any previous segment with the same name.

OPTION: 4-3

THIS IS THE CIV LAPS REPORT GENERATION PROGRAM. ,

- 8. The GEOLOC Report can be compiled by:
 - 1. itate/Country
 - 2. **EOLOC** (State, City, and County)
 - 3* **EOLOC** and UNIT

Enter the numbe (s) of the compilations you want -->

This is the GEC .OC report module.

File **filename .g::oloc** opened for input.

- 9. Do you wan: the location reported by theaters?
- $10.\,\,$ Do you wan: the report saved for the printer? ,
- 11. Do you wan : the report **added** to an existing report segment?

PRODUCING GEOLC: REPORT

The report has been written to the segment filename C3.

8. Enter the number(s) of the derived level of detail and format.

The program confirms selection.

Identifies the sorted file it will use to produce the report.

- 9. Enter "y" if you would like theaters displayed in your report.
- 10. Enter "y" if you would like the report saved to a permanent segment. Enter "n" if you are only interested in seeing the report on the screen.
- 11. Enter "y" if you would like the report added to an existing segment. If yOU would like a new segment, answer "N". The new segment will replace any previous segment with the same name.

Identifies the segment the report was written to.

OPTION: 4-3 (Continued)

12. Depress an; key after viewing -->

13. Depress any key to return to CIVMAPS →

- 12. Enter any character to continue. If you chose more than one C3 report format processing of the next C3 format will introduce itself.
- 13. Enter any character to return to the CIVMAPS main menu.